

ASSISTANT LIBRARY DIRECTOR

NATURE OF WORK

This is responsible professional and administrative work assisting the Director of Libraries in the overall management, coordination, and direction of the total library system.

Work involves assisting the Director of Libraries in the administration of the library system including the development and implementation of departmental operating policies and procedures as well as library services and programs provided to the general public. Considerable independent judgment and personal initiative is exercised in managing the internal operations of the library system within the framework of departmental policies. Supervision is exercised over managerial, professional, paraprofessional and clerical employees. Work is performed under the general supervision of the Director of Libraries with work being reviewed through conferences, reports and appraisal of overall effectiveness of work completed and services provided.

EXAMPLES OF WORK PERFORMED

Acts for the Director of Libraries in all phases of library management and administration in his/her absence.

Supervises the activities and programs provided by library coordinators; supervises the delivery of library services to the general public; and informs library personnel of departmental operating policies and procedures.

Supervises staff; evaluates performance; interviews and selects job applicants.

Supervises all aspects of the personnel function and works with Human Resources regarding interpretation of personnel policies; oversees library volunteer program.

Assists in the development and administration of the departmental budget; assists in the presentation of budget proposals to the Library Board, County Board of Commissioners and the City Council.

Assists in the development and implementation of innovative library services and programs.

Oversees security services for the library.

Assists in procuring goods and services through knowledge of and adherence to Municipal Code, City and Library Policy, and Purchasing requirements.

Assists in long term planning including development and implementation of the Library's Strategic Plan.

Assists Director in evaluation and assessment of overall departmental functions and in the implementation of new service objectives and programs.

Supervises use of key performance indicators to evaluate and measure the success of programs and services.

Oversees staff use of provided tools to collect reference services and programs statistics.

Uses statistics and other data to improve services and update services and programs to ensure community satisfaction.

Cooperates with City and County departments, community organizations, public schools and other agencies to promote and provide library service to the community.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of project management, professional development strategies, and other tools for staff training.

Thorough knowledge of best practices of library administration, organization, procedures, services and materials.

Thorough knowledge of library materials and their sources, and collection development issues.

Thorough knowledge of modern principles and practices of library science.

Considerable knowledge of human resource functions.

Considerable knowledge of the applications of technology and emerging trends to improve library operations.

Knowledge of Microsoft Office Suite, online productivity tools and other software relevant to library administration.

Knowledge of utilizing data for decision making to enhance services.

Ability to plan, organize, supervise, assign and evaluate the work of library coordinators, managers, and other employees.

Ability to provide leadership to and stimulate cooperation and teamwork; ability to hold others to high standards while offering support and maintaining positive relationships.

Ability to develop and carry out library policies under the direction of the Director of Libraries.

Ability to plan, guide and participate with work teams.

Ability to make constructive recommendations for improvements in library services.

Ability to develop and deliver multi-mode communications and interpersonal styles to various audiences.

Ability to multi-task, manage time effectively, troubleshoot, meet deadlines, collaborate and work independently with initiative.

Ability to establish and maintain effective working relationships with government officials, Library Board, and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program plus four years of professional library experience, and four years of supervisory experience, or any equivalent combination of training and experience that provides the desirable knowledge, abilities or skills.

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